



## Lingen Davies Cancer Fund 'LiveLife Consultation

### Invitation to Tender.

Lingen Davies Cancer Fund is pleased to invite tenders to undertake a LiveLife project consultation. The purpose of the consultation is to inform the development of local support for people in Shropshire, Telford and mid-Wales whose lives are affected by cancer.

#### The Charity

Lingen Davies is a Charitable Incorporated Organisation, registered in England and Wales with the Charity Commission (no. 1160922). Founded in 1979, we exist to make a positive difference to lives affected by cancer in Shropshire, Telford & Wrekin, and Mid Wales. We do this through raising funds to support local services, and through providing non-clinical services, such as cancer awareness activities.

#### Our mission:

We exist to make a positive difference to lives affected by cancer in Shropshire, Telford & Wrekin & Mid Wales.

**Our values:** We expect all of our staff, volunteers and partners to work with our values in mind. We are:

- Ambitious and Committed
- Experienced and Progressive
- Honest and Resourceful
- Friendly and Supportive
- Proud to be part of our amazing community

#### Brief

Lingen Davies Cancer Fund is looking to expanding its LiveLife services, (which currently focuses on community cancer awareness raising for early diagnosis and risk reduction) to provide a wider range of non-clinical community-based support.

The main areas for investigation in the first instance are:

- Social and emotional support for family and friends struggling with the diagnosis of a loved one, enabling people to talk, to 'open up', to share experiences and be understood

- Increasing the range of opportunities for people living with a cancer to take action to improve their recovery, survivorship, wellbeing and quality of life

## **Purpose**

Lingen Davies wishes to have a robust and accurate picture of the unmet non-clinical needs of people living lives affected by cancer across the region. We want to know what else could be done locally to improve their lives. We need to have valid information to enable us to develop new services confidently in the knowledge that such services meet the current common unmet needs and interests of our target groups.

There already exists a wide range of non-clinical support for cancer patients in the region. Paramount to the process by which new LiveLife services are developed is work to ensure that there is no duplication of existing local services, so new services are developed based on evidence of need and benefit, and reach those not yet receiving the support they need. The development of additional LiveLife services will aim to fill in any gaps, particularly for those not currently accessing any form of social support, and who have not been referred to a hospice for palliative or end of life hospice care.

Provision of existing non-clinical support is likely not to be consistent across the region: consultation is expected to highlight those geographical areas where there are the greatest gaps or access issues.

The consultation exercise will gain a greater understanding of

- The unmet non-clinical social and emotional needs of those directly affected by cancer (patients and survivors)
- The unmet non-clinical social and emotional needs of family and friends affected by cancer diagnosis of those close to them.
- Unmet needs relating to improving the quality of life and survivorship of those with a cancer diagnosis
- Gaps in provision (including geographical disparities and access issues)
- Potential ideas for possible new provision
- Further possible areas for development.
- Geographical areas of demand

Consultation is required to learn the

- Differing types of interventions/ activities that are likely to be most in demand and attract viable numbers  
Barriers and access issues which may prevent or deter target groups from taking up non-clinical support services
- Need for evidence-based non-clinical interventions that can improve the quality of life and survivorship of cancer patients, that are not currently available locally

We are also interested in increasing our knowledge of

- Existing local community activities that could be supported to meet the needs of cancer patients

- Existing community organisations/services appropriate for sign posting

Consultation findings will provide Lingen Davies with the evidence necessary to determine the realistic scope of services the charity may develop and enable us to prioritize, for development of LiveLife programmes, the:

- Types of support that would be most beneficial
- Areas of greatest need across the region of Shropshire, Telford and mid-Wales
- Most effective service/programme models

The results of the consultation will aid decisions on the most appropriate delivery model for delivering an extended LiveLife programme. This might include commissioning individual providers, commissioning a single organisation for all delivery, creating a LiveLife team responsible for direct delivery or a mixed model.

### **Scope of work.**

Consultation is needed with partner organisations including:

- Macmillan Living With and Beyond Cancer team
- Macmillan Living Well session contributors (e.g. CNS)
- Local Macmillan team: Information and Welfare support
- Cancer Care Navigators (RSH and PRH)
- Cancer Coordinators (based in GP practices)
- Community Care Coordinators (based in GP practices)
- Social Prescribers (GP practice/Shropshire Council)
- Hamar Centre staff
- Local Authorities
- Voluntary sector (VSCA, Telford CVS and PAVOSevern Hospice)

Consultation with those affected by cancer are expected to include:

- Partners, family members and friends
- Cancer Patients (Lingen Davies Cancer Centre)
- Cancer Support groups.

Lingen Davies will work collaboratively with the provider by sharing existing knowledge and connecting them with local organisations and opportunities to engage with people affected by cancer.

### **Methodology**

The provider is expected to use the consultation methods of their choice, but it is anticipated that a mixed method would be most effective and may include on-line surveys, hard copy surveys and face-to-face discussion. It is anticipated that the service provider may need to undertake work at weekends and outside of normal office hours.

Other considerations in undertaking the consultation include:

- The wide age range and differing circumstances of those affected by a family member with a cancer diagnosis
- The rurality of the region and differences between England and Wales

- Managing expectation: it will not be possible to meet all unmet needs (outside the scope of the charity, responsibility of NHS or other public sector bodies, not affordable or deliverable, or sustainable). *It is crucial that the consultation process does not raise unrealistic expectations or make promises that cannot be met.*

Lingen Davies will work collaboratively with the provider as required to develop the appropriate consultation tools.

### Reporting.

The provider will provide fortnightly progress updates and a final LiveLife consultation report detailing the methodologies used and consultation findings

Anonymised raw data will be available to Lingen Davies on request. All data remains the property of Lingen Davies Cancer Fund.

### Timescales.

The consultation period is expected to commence in spring 2022, and to take no longer than 3 months. Timescales will be finalised with the successful applicant by mutual agreement.

### Value: Not to exceed £10k

### Tender Process

Invitation to tender	January 19 <sup>th</sup> 2022
Questions	Questions arising from this document should be sent to Miranda Ashwell prior to the deadline for submissions
Deadline for submissions	February 25 <sup>th</sup> 2022
Selection of providers for interview	Interview/presentation to evaluation team in week commencing March 7 <sup>th</sup> 2022
Date for notifying applicant of outcome of selection and feedback	ASAP following interviews
Contract implementation date	Final timescales, including start and finish dates will be mutually agreed between Lingen Davies and the successful applicant
Full contact details	Miranda Ashwell Health Engagement Officer Lingen Davies Cancer Fund Hamer Centre, Royal Shrewsbury Hospital Mytton Oak Rd Shrewsbury SY3 8XQ Tel: 01743 492396
Tender submission	Tenders must be received by Miranda Ashwell, Health Engagement Officer no later than 5.30 pm <b>February 25<sup>th</sup> 2022</b> Late tenders will not be considered. Tenders should be sent electronically to <a href="mailto:miranda.ashwell@lingendavies.co.uk">miranda.ashwell@lingendavies.co.uk</a>

## Tender assessment.

The following criteria will be used to assess applications:

Criteria
Consultation expertise
Understanding/experience of health and care systems and services
Approach in engaging people whose lives have been affected by cancer
Value

### Scoring Principles

Submitted Tenders will be assessed against the above criteria and scored using the following point system principles:

Grade	Value	Definition
Excellent	5	Response demonstrates a level of capability and capacity and provides detail and evidence to deliver the required Services that fully meets the stated requirements in all material respects and exceeds some or all requirements
Good	4	Response demonstrates a level of capability and capacity and provides detail and evidence to deliver the required Services that fully meets the stated requirements in all material respects
Acceptable	3	Response demonstrates a level of capability and capacity and provides detail and evidence to deliver the required Services that is adequate to meet the stated requirements in most aspects
Poor	2	Response is lacking in detail and evidence and gives rise to some (but not significant) concerns that the Bidder's capability and capacity to deliver the required services is adequate to meet the stated requirements
Very Poor	1	Response significantly fails to demonstrate a level of capability and capacity to deliver the required Services that is adequate to meet the stated requirements
Unacceptable	0	Response has been omitted or completely fails to meet the stated requirements

Clarifications maybe sought in writing, or at interview/presentation from applicants and scores adjusted accordingly

**Interview:**

Lingen Davies Cancer Fund wishes to work collaboratively the successful applicant to achieve the best outcomes from the consultation. Shortlisted applicants will be invited to interview.

**Acceptance of Tenders**

By issuing this invitation Lingen Davies Cancer Fund is not bound in any way and does not have to accept the lowest or any tender.